

# **MINUTES OF MEETING**

## **RHODE ISLAND AIRPORT CORPORATION**

### **OPERATIONS AND CAPITAL COMMITTEE MEETING**

**FRIDAY, JANUARY 27, 2006**

**8:30 a.m.**

**in the Mary Brennan Board Room, T. F. Green Airport, Warwick,  
Rhode Island**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James Forte, at 8:30 a.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**COMMITTEE MEMBERS PRESENT: James Forte, Robert Sangster.**

**COMMITTEE MEMBER ABSENT: Joseph Cianciolo.**

**ALSO PRESENT: Mark P. Brewer, A.A.E., President and CEO; Laurie Cullen, A.A.E., Executive Vice President; Brian Schattle, Senior Vice President of Finance and Administration/CFO; Marci Greenberger, Senior Vice President of Operations and Maintenance; Peter Frazier, Chief Legal Counsel; and those individuals listed on the attendance sheet attached hereto.**

**1. Approval of the Minutes: Mr. Sangster moved that the minutes of**

**the Operations and Capital Committee Meeting of December 21, 2005 be approved. Mr. Forte seconded the motion. The motion was passed unanimously.**

**2. Report from Chair, Operations and Capital Committee:**

**There was no report.**

**3. Report from Senior Vice President of Operations and Maintenance:**

**Ms. Greenberger reported that the Corporation's Continuity of Operations Plan (COOP) is being submitted to the Rhode Island Emergency Management Agency (RIEMA).**

**Ms. Greenberger reported that new signage is being installed at the entrance to Newport Airport showing that it is officially the Colonel F. Wood Air Park.**

**Ms. Greenberger reported that the Annual Part 139 Inspection will be held on April 18 and 19, 2006.**

**Ms. Greenberger reported that Mr. Steve Tibbetts, General Manager at Landmark Aviation had recently attended a corporate event and had received a safety award recognizing that the five general aviation airports had been injury free for one year.**

**4. Discussion Items:**

**(a) Discussion of Capital Improvement Program (CIP) (i.e., Land Acquisition Program, Draft Environmental Impact Statement, Airfield**

**Maintenance Facility, Easement Acquisition, In-Line EDS Baggage System/Security Checkpoint Modification and Terminal Building Improvements and Other Projects at the General Aviation Airports.)**

**Ms. Cullen gave her monthly project update. There was specific discussion of the terminal security projects, the Airfield Maintenance Facility Project, the Land Acquisition. Program, and the Draft EIS. There was also discussion of projects at the general aviation airports.**

## **5. Action Items:**

**(a) Consideration of and Action Upon Approval of Consultant Task Order for the Business Strategy Plans at North Central, Newport and Westerly Airports.**

**Ms. Cullen gave an overview of the project noting that the recommendation is for the Committee to authorize the President and CEO, or his designee, to negotiate and execute a Task Order with The Louis Berger Group to prepare comprehensive Business Strategy Plans for the future development of North Central, Newport and Westerly Airports, subject to Board approval.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, RIAC has contracted with the firm of The Louis Berger**

**Group to perform on-call planning services; and**

**WHEREAS, RIAC has received a scope and fee from The Louis Berger Group to prepare Business Strategy Plans for North Central, Newport and Westerly Airports in the amount of \$120,000 and is conducting negotiations; and**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O & M) budget to fund this Task Order.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO, or his designee, negotiate and execute a Task Order with The Louis Berger Group to prepare Business Strategy Plans for North Central, Newport and Westerly Airports in an amount not-to-exceed \$120,000, subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Action Upon Approval of Consultant Task Order for the Hangar 2 Interior Remodel and Roof Replacement Project at T. F. Green Airport.**

**Ms. Cullen gave an overview of the project reporting that the**

**recommendation is that the Committee authorize the President and CEO, or his designee, to negotiate and execute a Task Order with Siegmund and Associates to prepare an interior condition survey and perform design and bid phase services for the Hangar 2 Interior Remodel and Roof Replacement Project at T. F. Green Airport, subject to Board approval.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, RIAC has contracted with the firm of Siegmund and Associates to perform on-call architectural and engineering services; and**

**WHEREAS, RIAC has received a scope and fee from Siegmund and Associates to provide design and bid phase services for the Hangar 2 Interior Remodel and Roof Replacement Project at T. F. Green Airport in the amount of \$119,676 and is conducting negotiations; and**

**WHEREAS, the current Fiscal Year 2006 Budget includes a total of \$1,001,075 for this project \$981,075 through the 2005 Airport Revenue Bond Funds and \$20,000 through the General Purpose Fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby recommends that the President and CEO,**

**or his designee, negotiate and execute a Task Order with Siegmund and Associates to provide design and bid phase services for the Hangar 2 Interior Remodel and Roof Replacement Project at T. F. Green Airport in an amount not-to-exceed \$119,676, subject to Board approval.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Upon Approval of a Construction Manager at Risk Contract and Guaranteed Maximum Price Agreement for the In-Line EDS Baggage System/Security Checkpoint Modification and Terminal Building Improvements (Replace Carpet) Projects at T. F. Green Airport.**

**This item was deferred to the Board for approval.**

**(d) Consideration of and Action Upon Approval of Construction Administration Services Contract Agreement for the In-Line EDS Baggage System/Security Checkpoint Modification and Terminal Building Improvements (Replace Carpet) Projects at T. F. Green Airport.**

**This item was deferred to the Board for approval.**

**(e) Consideration of and Action Upon Approval of Purchase Order Agreement for the Rhode Island Pollutant Discharge Elimination**

## **System Permit Water Quality Monitoring and Sampling at T. F. Green Airport.**

**Ms. Cullen gave an overview of the project and reported that the recommendation is that the Committee authorize the President and CEO, or his designee, to enter into a purchase order with R I Analytical to conduct water quality monitoring and sampling at T. F. Green, as required by the RIPDES permit, subject to Board approval.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the RIPDES Permit issued November 12, 2004 requires the Rhode Island Airport Corporation (RIAC) to conduct water quality monitoring and sampling; and**

**WHEREAS, to date \$61,144.84 has been committed to provide services for RIPDES water quality monitoring and sampling at T. F. Green Airport during this fiscal year; and**

**WHEREAS, RIAC's Department of Environmental Management Systems recommends that RIAC contract with R I Analytical to conduct sampling and analysis required by the RIPDES permit; and**

**WHEREAS, R I Analytical is an approved vendor listed in the State's Master Price Agreement (MPA) for laboratory services; and**

**WHEREAS, funding for this purchase order will be through the funds included in the Professional Fees line item of the Operating & Maintenance Budget.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to execute a Purchase Order with R I Analytical to conduct water quality monitoring and sampling at T. F. Green as required by the RIPDES permit, in an amount not-to-exceed \$65,000, subject to Board approval.**

**The motion was passed unanimously.**

**(f) Consideration of and Action Upon Award of Contract for a Glycol Recovery Unit at T. F. Green Airport.**

**Ms. Cullen gave an overview of the contract reporting that the recommendation is that the Committee authorize the President and CEO, or his designee, to award a contract to Inland Technologies International, Inc., to purchase a glycol recovery unit, subject to Board and FAA approval.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**



**WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for a glycol recovery unit; and**

**WHEREAS, the RIAC has a fiscal year budget which provides funding for this purchase through its Capital Improvement Program budget; and**

**WHEREAS, in December 2005, the Corporation issued an Invitation for Bids (IFB) for a glycol recovery unit; and**

**WHEREAS, two submissions were received in response to the solicitation; and**

**WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and**

**WHEREAS, as a result of this evaluation, staff recommends awarding a contract to Inland Technologies International, Inc., in the amount of \$309,000.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to award the contract to Inland Technologies International, Inc., in the amount of \$309,000 to purchase a glycol recovery unit, subject to Board and FAA approval.**

**The motion was passed unanimously.**

**(g) Consideration of and Action Upon Award of Two Contracts for the Procurement of Four Vehicles at T. F. Green Airport.**

**Ms. Greenberger gave an overview of the two contracts, explaining that the Corporation was utilizing alternative fueled vehicles for the passenger van and one pick up truck. The remaining two vehicles would be diesel powered and gasoline powered. The recommendation is that the Committee authorize the President and CEO to award a contract to Liberty Chevrolet, Inc., for three vehicles, and to Stoneham Motor Company for one vehicle, subject to Board approval. Mr. Sangster asked how the Corporation disburses of equipment assets that are no longer required and Mr. Brewer reported that this equipment is auctioned.**

**A motion was made by Mr. Sangster and approved by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the maintenance and operation of airport facilities at the six Rhode Island airports; and**

**WHEREAS, it has been determined that there is a need for four vehicles; and**

**WHEREAS, RIAC has a fiscal year budget which provides funding for this purchase through its Operating Capital budget; and**

**WHEREAS, in December 2005, the Corporation issued an Invitation for Bids (IFB) for assorted vehicles; and**

**WHEREAS, five submissions were received in response to the solicitation; and**

**WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and**

**WHEREAS, as a result of this evaluation, the recommendation is to award a contract to Liberty Chevrolet, Inc in the amount of \$98,342 for three vehicles and to Stoneham Motor Company in the amount of \$26,735 for one vehicle.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to award the contract to Liberty Chevrolet, Inc., in the amount of \$98,342 for three vehicles and to Stoneham Motor Company in the amount of \$26,735 for one vehicle, subject to Board approval.**

**The motion was passed unanimously.**

**(h) Consideration of and Action Upon Approval of Consultant Task Order for the Independent Feasibility Report for the Proposed Intermodal Facility.**

**Mr. Schattle gave an overview of the task order and reported that the recommendation is that the Committee authorize the President and CEO to execute a Consultant Task Order with Ricondo & Associates to prepare an independent feasibility report subject to Board approval.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Board of Directors approved the selection of Ricondo and Associates as Airport Consultants at the December 2005 Board of Directors meeting; and**

**WHEREAS, the completion of an independent feasibility report is contemplated under the terms of the Professional Service Agreement (PSA) with Ricondo and Associates; and**

**WHEREAS, it has been determined that there is a need to complete an independent feasibility report for the proposed Intermodal facility; and**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O & M) budget.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO to execute a Consultant Task Order with Ricondo and Associates to prepare an independent feasibility report in an amount not-to-exceed \$93,600, subject to Board approval.**

**The motion was passed unanimously.**

**(i) Consideration of and Action Upon Purchase of Builders Risk Insurance for the In-Line EDS Baggage System/Security Checkpoint Modification and Terminal Building Improvements (Replace Carpet) Projects at T. F. Green Airport.**

**Mr. Schattle gave an overview of the contract reporting that the recommendation is for the Committee to authorize the President and CEO, or his designee, to enter into a contract with OBI to provide Builders Risk Property Insurance, for the In-Line EDS Baggage System/Security Checkpoint Expansion Project at T. F. Green Airport, subject to Board approval.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation's (RIAC) insurance broker, AON Risk Services, Inc. of Rhode Island (AON), obtained quotes for Builders Risk Property Insurance for the In-Line EDS Baggage System/Security Checkpoint Expansion Project at T. F. Green Airport; and**

**WHEREAS, upon receipt of quotes AON reviewed the premiums and evaluated the relevant differences in the insurance coverages; and**

**WHEREAS, OBI quoted the lowest premium and offered as broad of coverage as any of the other submitting insurance companies; and**

**WHEREAS, AON recommends and RIAC staff agrees that coverage be obtained from OBI; and**

**WHEREAS, RIAC will fund this project through the 2000 and 2005**

## **Airport Revenue Bond Accounts and the Passenger Facility Charge (PFC) Account.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to enter into a contract with OBI to provide Builders Risk Property Insurance, for the In-Line EDS Baggage System/Security Checkpoint Expansion Project at T. F. Green Airport, subject to Board approval.**

**(j) Consideration of and Action Upon the Renewal of Employee Health Insurance Coverage.**

**Mr. Einhorn gave an overview of the current contract, indicating that RIAC's coverage is currently being provided by Blue Cross/Blue Shield of Rhode Island, and is renewed each February. RIAC staff with the assistance of a health insurance consultant evaluated alternate coverage and determined that the alternate plan was not equivalent to the current coverage. RIAC staff negotiated a 5% premium increase for health insurance and 0% increase for dental coverage. Mr. Einhorn reported that the recommendation is that the Committee authorize the President and CEO, or his designee, to execute an insurance contract renewal with Blue Cross/Blue Shield of Rhode Island for both health and dental insurance coverages, subject to Board approval.**

**A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) is currently under contract with Blue Cross/Blue Shield of Rhode Island to provide health and dental insurance for RIAC's employees and their families; and**

**WHEREAS, this contract renews each February 1, at which time the premiums are adjusted; and**

**WHEREAS, RIAC management, with the assistance of its health insurance consultant, evaluated alternate health coverage provided by United Healthcare and determined that the plan was not equivalent to the existing coverage; and**

**WHEREAS, RIAC staff, with the assistance of its health insurance broker, negotiated renewal rates of a 5% premium increase for health coverage and a 0% increase for dental coverage; and**

**WHEREAS, RIAC has a fiscal year budget, which provides funding for these services through its Operating and Maintenance (O & M) budget.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**



**That the Committee hereby authorizes the President and CEO, or his designee, to execute an insurance contract renewal with the Blue Cross/Blue Shield of Rhode Island for both health and dental insurance coverage, subject to Board approval.**

**The motion was passed unanimously.**

#### **6. Executive Session:**

**(a) Discussion Related to Safety and Security – R.I.G.L. § 42-46-5(a)(3).**

**(b) Discussion Related to Investment of Public Funds (In-Line EDS Baggage System/Security Checkpoint Modification and Terminal Building Improvements) – R.I.G.L. § 42-46-5(a)(7).**

**There was no executive session.**

#### **7. Future Meetings:**

**The next Operations and Capital Committee Meeting is scheduled for Wednesday, February 15, 2005, at 3:00 p.m., in the Mary Brennan Board Room, at T. F. Green Airport.**

#### **8. Adjournment:**

**Mr. Sangster moved to adjourn at approximately 8:54 a.m. Mr. Forte seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James Forte, Chairman**

**Rhode Island Airport Corporation**

**Operations and Capital Committee**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE MEETING**

**JANUARY 27, 2006**

**NAME      AFFILIATION**

**Patti Goldstein      RIAC**

**Doug Dansereau      RIAC**

**Mel Einhorn    RIAC**

**Jason Doyle    RIAC**

**Joe DaSilva    RIAC**

**Meredith Holderbaum    RI Senate Fiscal Office**

**Bill Herendeen    NEP**